

APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



Sign Variance Application to the Monroe County Planning Commission

An application must be deemed complete and in compliance with the Monroe County Code by the Staff prior to the item being scheduled for review

Planning Commission Variance Application Fee: \$1,076.00

In addition to the application fee, the following fees also apply:

Advertising Costs: \$245.00

Surrounding Property Owner Notification: \$3.00 for each property owner required to be noticed

Date of Submittal: ____/____/____
Month Day Year

Property Owner:

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Agent (if applicable):

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet)

Block Lot Subdivision Key

Real Estate (RE) Number Alternate Key Number

Street Address (Street, City, State, Zip Code) Approximate Mile Marker

APPLICATION

Land Use District Designation(s): _____

Present Land Use of the Property: _____

Please describe why a variance to the sign regulations set forth in the Monroe County Code is required:

A variance shall be granted only where all of the following criteria are met. Please describe how each standard shall be met.

- 1) The literal interpretation and strict application of the provision and requirements of this division would cause undue and unnecessary hardship to the sign owner because of unique or unusual conditions pertaining to the specific building or parcel or property in question:

- 2) The granting of the requested variance would not be materially detrimental to the property owners in the vicinity:

- 3) The unusual conditions applying to the specific property do not apply generally to other properties in the county:

- 4) The granting of the variance will not be contrary to the general objective of this division of moderating the size, number and obtrusive placement of signs and the reduction of clutter:

- 5) The variance is not requested on the basis of economic hardship of the sign user:

APPLICATION

All of the following must be submitted in order to have a complete application submittal:
(Please check as you attach each required item to the application)

- ☐ **Complete sign variance application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources);
- ☐ **Proof of property ownership** (i.e. Warranty Deed);
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser;**
- ☐ **Location map;**
- ☐ **Photograph(s) of site from adjacent roadway(s);**
- ☐ **Photograph(s) of all existing signage;**
- ☐ **Site Plan** (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale);
- ☐ **Detail of Sign(s)**, including dimensional measurements of sign area (length, width and height); total height of structure (the vertical distance measured from the top of the structure to the finished ground elevation of the site at the base of the sign); location of sign (distance from property lines/drives for ground-mounted and position on building for wall-mounted); and all text and images to be shown on sign (drawn to scale to illustrate the sign face);
- ☐ **Typed name and address mailing labels of all property owners within a 300 foot radius of the property.** This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included

If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ **Date:** _____

Sworn before me this _____ day of _____

Notary Public
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.